



Joint Task Force National Capital Region Medical **DIRECTIVE**

NUMBER 5100.05

JAN 24 2012

J-8

SUBJECT: Regional Alternative Funding Board (RAFB) Charter

References: See Enclosure 1

1. PURPOSE. This Directive, in accordance with the authority in References (a) through (d), formally establishes the RAFB. The Joint Task Force National Capital Region Medical (JTF CapMed) RAFB is a senior advisory body which provides a formal, structured process to render resource management recommendations to the JTF CapMed Alternative Funding Program Manager. The RAFB will ensure the most effective and efficient utilization of alternative funding resources are made available within the Command.

2. APPLICABILITY. This Directive applies to the JTF CapMed and all Joint Medical Treatment Facilities (MTFs) and Centers in the National Capital Region (i.e., Fort Belvoir Community Hospital, Walter Reed National Military Medical Center, and the Joint Pathology Center).

3. POLICY. It is JTF CapMed policy:

a. To ensure efficient and effective resource management of alternative funding within the Command.

b. To ensure programs and requirements are consistent with the policies, guidance and procedures set forth by the Department of Defense.

c. That the RAFB review requirements seeking funding from alternative funding sources.

d. That the goals of the RAFB ensure JTF CapMed alternative funded programs and requirements enable mission accomplishment and achieve a collaborative synergy by identifying and implementing standardized regional programs.

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4. RESPONSIBILITIES. See Enclosure 2

5. MEETINGS

a. Schedule. RAFB meetings will be held quarterly or at such times as the Chair, RAFB deems necessary. The location for each meeting will be determined by the JTF CapMed Alternative Funding Program Manager and provided to the RAFB members. If there are no issues and/or requests for action, the JTF CapMed Alternative Funding Program Manager will notify the Chair, RAFB who will determine if a meeting is necessary. The JTF CapMed Alternative Funding Program Manager will notify all RAFB members as appropriate.

b. Attendance. Attendance is limited to those persons identified in Enclosure 3 and individuals invited by the Chair, RAFB.

c. Agenda. The RAFB will address agenda topics. Only the Chair, RAFB may defer an issue on the agenda to a subsequent meeting.

d. Virtual Board Meetings (E-voting). Virtual Boards will only be held in accordance with the following criteria:

(1) Virtual Boards will be approved by the Chair or designated representative prior to the initiation of any actions by Board members or Board member designee.

(2) Virtual Boards will be held for alternative funding requests that have been reviewed and discussed by the Board. This will require the Board members to review additional data or other documented considerations.


(3) Virtual Boards will be held for “hot items.” Hot items are defined as alternative funding requests that are mission critical, urgent, and require Board approval prior to the next regularly scheduled meeting. They are not routine alternative funding requests.

(4) Virtual Boards will be held when it is not possible to achieve a quorum for a regularly scheduled board meeting.

(5) Virtual Board's alternative funding requests will only be approved by a majority vote. Six yes or no votes will constitute a majority vote. Accordingly, it is important that all Board members vote on the requests to complete the process. The JTF Alternative Funding Program Manager will tally and document the votes. The results will be sent to all Board members as well as the Joint MTF Alternative Funding Program Manager. Virtual Boards will be considered a convenience, not the norm, for the RAFB.

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6. RELEASABILITY. UNLIMITED. This Directive is approved for public release and is available on the Internet from JTF CapMed Web Site at: www.capmed.mil.



STEPHEN L. JONES
Major General, U.S. Army
Deputy Commander

Enclosures:

1. References
2. Responsibilities
3. Board Composition

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ENCLOSURE 1REFERENCES

- (a) Deputy Secretary of Defense Memorandum, "Establishing Authority for Joint Task Force National Capital Region/Medical (JTF CapMed) and JTF CapMed Transition Team (Unclassified)," September 12, 2007
- (b) Deputy Secretary of Defense Action Memorandum, "Civilian and Military Personnel Management Structures for the Joint Task Force National Capital Region – Medical," January 15, 2009
- (c) Comprehensive Master Plan for the National Capital Region Medical, April 23, 2010
- (d) Supplement to the Comprehensive Master Plan for the National Capital Region Medical, August 31, 2010
- (e) ANNEX B U.S. Army Medical Command (MEDCOM) Fiscal Year (FY) 2011 Special Programs Budget Guidance
- (f) BUMED Overseas Contingency Operations Financial Guidance Fiscal Year (FY) 2011 dated April 20, 2011
- (g) BUMED Financial Policy Directive 11-02; "Executing Approved Funding for Wounded, Ill, and Injured (WII), and Psychological Health/Traumatic Brain Injury (PH/TBI) Programs," October 15, 2010
- (h) SecDef Memo, "OMB Guidance on OCO Funding Criteria," September 9, 2010
- (i) Process for Submission of Alternative Funding Proposals, August 2011

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ENCLOSURE 2

RESPONSIBILITIES

1. RAFB. The RAFB shall:

a. Review all requests submitted by Joint MTF Alternative Funding Program Managers via the Alternative Funding Request (AFR) Form.

b. Ensure proper and fiscal stewardship of financial resources is maintained.

c. Render recommendations based on Joint MTF validation and a comprehensive review of the requirements. Recommendations to allocate or reallocate resources will be based on the Commander's guidance, priorities, alternative funding financial guidance, and the collective professional judgment of RAFB members.

d. Perform functions such as fact finding, research, special studies, audits, reviews, and inspections.

e. Investigate and report on specific problems or subject areas.

2. RAFB CHAIR. The RAFB Chair shall:

a. Enforce procedures and determine participation and advisability of considering alternative funded resource issues. In the absence of the Chair, an alternate will be identified by the Chair, RAFB; or the Executive Director for Administration.

b. Participate as a voting member by reviewing all funding requests using References (e) through (i) to determine adherence and eligibility for alternative funding, while ensuring proper, fiscal stewardship of financial resources is maintained.

c. Keep the JTF Alternative Funding Program Manager informed about RAFB recommendations for decision by the Commander, JTF CapMed or designee.

d. Invite individuals to provide subject matter expertise.

3. BOARD MEMBERS. The Board Members shall participate as voting members by reviewing all funding requests using above references to determine adherence and eligibility for alternative funding, while ensuring proper, fiscal stewardship of financial resources is maintained.

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4. JTF CAPMED ALTERNATIVE FUNDING PROGRAM MANAGER. The JTF CapMed Alternative Funding Program Manager will:

- a. Enforce procedures, and coordinate and facilitate Alternative Funding Board. Receive and maintain all supporting documentation for alternative funding requests.
- b. Notify RAFB members of meeting times and locations.
- c. Provide members with the agenda.
- d. Record RAFB meeting minutes and submit to the Commander, JTF CapMed for approval. Provide approved minutes and other material to members and Joint MTF and Center Alternative Funding Program Managers; and track the status of follow-up RAFB issues/recommendations.
- e. Provide a detailed and relevant review of each request and post comments to the minutes.
- f. Serve as the liaison and maintain information flow between the Regional Position Management Board (RPMB) and RAFB board members.
- g. Serve as the liaison among Joint MTFs, TRICARE Management Activity, and the Military Services/Departments.
- h. Program, plan, and budget alternative funds for the Joint MTFs and Centers. This includes requesting and returning alternative funding.
- i. Regularly review the process and refine where needed.

5. JOINT MTF OR CENTER ALTERNATIVE FUNDING PROGRAM MANAGER. The Joint MTF or Center Alternative Funding Program Manager shall:

- a. Enforce procedures, and coordinate and facilitate completion of AFRs with departments and activities.
- b. Serve as the liaison among the Joint MTF leadership, departments and activities, and the JTF CapMed Alternative Funding Program Manager.
- c. Communicate RAFB minutes, activities, and decisions to the Joint MTF and Center.
- d. Assist with budgeting, monitor and report execution of alternative funds for approved programs, and alternative funding of requirements in the Joint MTF or Center.

6. JTF CAPMED LEGAL ADVISOR. The JTF CapMed Legal Advisor will provide legal advice and counsel upon request.

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7. JOINT MTF COMPTROLLERS. The Joint MTF Comptrollers will:

- a. Serve as the financial advisor for the Joint MTFs to the RAFB, with responsibility for long-range planning, programming, receipt, distribution, and execution of all resources to JTF CapMed and its assigned organizations.
- b. Provide the RAFB with reliable and timely financial data.
- c. Provide information on status of Defense Medical Human Resources System – internet financial and workload data relevant to the request when available.

8. JTF CAPMED ASSIGNED ORGANIZATION. Each JTF CapMed Assigned Organization will:

- a. Comply with the requirements of this Directive and the enclosed process for submitting AFRs.
- b. Utilize the AFR form when making a request to the RAFB.
- c. Provide timely additional information when requested by the RAFB or Chair, RAFB.

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ENCLOSURE 3BOARD COMPOSITION

The RAFB is comprised of the following Members or designees (06 equivalents).

1. Chair: Deputy Director for Clinical and Business Operations (J-3B)
2. Voting Council Members:
 - a. Deputy Director Resource Management Directorate (J-8).
 - b. Joint Military Treatment Facility (MTF) Clinical Deputy Commander designated by the Joint MTF Chief of Staff or Executive Committee of Medical Staff.
 - c. Deputy Director for Personnel and Manpower Directorate (J-1).
 - d. Deputy Director for Plans and Policy (J-5).
 - e. Deputy Director for Education, Training, and Research (J-7).
3. Advisors to the RAFB:
 - a. JTF Alternative Funding Program Manager.
 - b. Joint MTF Alternative Funding Program Managers as MTF representatives.
 - c. JTF CapMed Legal Advisor, as the Legal Subject Matter Expert.
 - d. Joint MTF Comptrollers as financial advisors.
 - e. As necessary, the Program Champion may be required to provide input on requirements when called upon.
 - f. Others as required and approved by the Chair, RAFB.
4. Mandatory attendance is required of all RAFB members or designees, and the RAFB advisors upon request by the Chair, RAFB. All designees require approval by the Chair prior to the board meeting.